

Aspects to Consider (Prevention/Planning/ Coordination Phase)	Action Steps	Partners @ table	Resources Needed	Completion Date
Establish a Pandemic Flu Planning Committee – think of the pandemic flu plan as an annex to your overall emergency plan. Work together with other organizations, like yours, to discuss common issues.				
Assign someone to keep track of what is happening in the US with regards to pandemic flu, to look for new information that is on reliable websites, etc. <ul style="list-style-type: none"> - www.pandemicflu.gov - www.michigan.gov/mde - www.michigan.gov/flu 				
Establish a relationship with your local, regional and state emergency response partners with regards to pandemic flu <ul style="list-style-type: none"> • Local Health Dept. • Local Emerg. Mgmt. • Others 				
Communication/Education prior to a flu pandemic <ul style="list-style-type: none"> • Students • Parents • Faculty/Staff 				

Aspects to Consider (Prevention/Planning/ Coordination Phase)	Action Steps	Partners @ table	Resources Needed	Completion Date
Communication/Education during an outbreak when daycare/school/university is closed. <ul style="list-style-type: none"> • Students • Parents • Faculty/Staff 				
How do we systematically check for sick children and staff?				
Personal Preparedness Information for: <ul style="list-style-type: none"> • Students • Parents • Faculty/Staff 				
Three deep coverage for essential personnel – who are they? <ul style="list-style-type: none"> • Director, President, Principal or Supt. • Payroll • Maintenance • Other 				
Other areas to consider: Advocating for employers to have flexibility with their employees when they need to stay home with a sick child.				
Consider student learning and program operations components – refer to checklists for more information				

Aspects to Consider (Response Phase)	Action Steps (Your actual responses may be dependent upon directives from local or statewide agencies, i.e. Department of Education, public health, Governor's office, etc.)	Partners @ table	Resources Needed	Completion Date
<p>What do we do when there is an outbreak in the U. S. but not in MI?</p> <p>What do we do when there is an outbreak in Michigan but not in our area?</p> <p>What do we do when there is an outbreak in our county or community where we travel for school events?</p> <p>What do we do when 10% of our students/ staff are absent due to the flu? (and we know that the flu is in the area)</p>				

Aspects to Consider (Recovery Phase)	Action Steps (Your actual responses may be dependent upon directives from local or statewide agencies, i.e. Department of Education, public health, Governor's office, etc.)	Partners @ table	Resources Needed	Completion Date
<p>When do we open doors? What will the structure be the first few days/weeks? How/what do we implement for students regarding trauma, grief, loss, PTSD? Cleaning/ disinfecting prior to student/staff return Assessment tools/training for staff regarding emotional states of students. Communication to parents regarding community resources for students and families. Plan for how anniversaries will be handled. Identify lessons learned and adapt/revise crisis plans. Implement tabletop/ exercise to see if revisions make sense. Identify needed training.</p>				

Please use this as an additional planning tool to create your own pandemic flu plan.

Credit is given to Clare-Gladwin RESD School Safety Alliance Pandemic Flu Planning Committee for this planning tool.

Website resource: www.pandemicflu.gov